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Approved For Release 2002/01/29 : CIA-RDP79-00065A000100100018-0

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Acting Comptroller

DATE: 28 December 1953

FROM : Acting Chief, Fiscal Division

SUBJECT: Employee's Withholding Exemption Certificate

1. Reference is made to Personnel Director's Memorandum No. 37-53 dated 22 May 1953 regarding the reassignment actions involving transfers of Staff Employees to or from Unvouchered funds.

2. Under this procedure, the payrolling offices do not receive Forms W-4, Employee's Withholding Exemption Certificate. Therefore, in order to obtain the tax code on an individual, it is necessary for each payrolling office to request this information by telephone from the other payrolling office. Consequently, inaccurate tax deductions have been made in some cases which should have been avoided.

3. It is suggested that provision be made either to have the tax code indicated on the Form 50, Personnel Action, or to have a Form W-4 attached to the Form 50.



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